CAMS Manager Meeting Minutes

Name **of** **group** **holding** **the** **meeting:**   CAMS Managers

Who **called** **the** **meeting:**   Bob Bair

Date: 3/16/04
Time: 1:00
Place NIST

Attendees:

Bob Bair   (OFM)
Myrian Myer
John Sansing
Bill Starr
Doug Day   (NIST)
Teresa Coppolino
Wende Wiles
Chris Suzich   (NOAA)
Jim Aikman   (Census)
Gary Gilbertson

Agenda:

Status of CSC Activities
OFM/CSC Customer Survey
IT audit
CAMS Budget explanation/justification FY2006-2008
Financial Management Improvement Plans
Bureau plans for technology migration
Recompete
Other Bureau topics

Key issues or topics addressed:

JFMIP Test: The CSC is mapping JFMIP test scripts to CFS entry points. We are documenting test requirements that CAMS either does not handle or does not do the JFMIP way – Non-neutral and neutral variances. Some variances will not be part of DOC's business practices. Bob past out a write-up of the Test Integrity Review Board and discussed their role in reviewing variances. Bureaus will provide John Sansing with board representatives.

Technology Migration: Batches 8-10 will be released today or tomorrow. The task is on schedule. Bob emphasized the need to get the code into production this fiscal year and said that training should be minimal – can be done by errata sheet. Bob also asked bureaus to document and share lessons learned from putting the code into production.

CAMS Manager Meeting Minutes

Central Contractor Registry (CCR): There will be a meeting on 3/16/04 with Global Computers, who developed the solution for the Coast Guard and EPA. We hope to contract with Global Computers to adapt their solution for CAMS. The CSC goal is for implementation by the end of FY 2004.

224: NIST is assessing ability to provide resources to complete requirements document and do programming. NIST will need help from NOAA on the Loans component. John Sansing will provide Teresa with team member names.

CSTARS Interface: We need a meeting with Accenture to review their cost proposal and Accenture's questions on the requirements. We can start the project but need new funding to complete all requirements.

ASAP: Coding has been completed and will be tested at NIST.

Sub-Ledger Reports: These reports will be generated out of the data warehouse. We want to close the gap in certain reports to address audit action items.

Upward/Downward Adjustments: The CSC will have the design ready for review by April 30th and plan to release the code to the bureaus by August 1st.

Transfer Customer Orders: NIST wrote the requirement and it went to the bureaus for review and comments. We are awaiting an informal level of estimate (LOE) from the contractor.

Consolidated Reporting System: The CSC is discussing possible changes to the CRS budget presentation to mirror the Office of Budgeting reports. Once we have an agreed upon format, we will ask SAS for a cost estimate to implement the changes.

Erroneous Payment Changes: OFM's OFPA sent in a request for a report that gives account of transactions by category.

Purchase Card/Fast Pay: The requirement is out for review. Once comments are received, John will review them and finalize the requirement. The CSC hopes to get the code out by the end of the fiscal year.

E-Travel: The DOC team is looking at interfaces, requirements, reporting and security and will produce a DOC requirements document and cost estimate by this June. The team is expecting a single interface for DOC and then parcing out data to the accounting systems of record.

KPMG Audit: The financial and IT reviews will take place in April and May, much earlier than in previous years.

CAMS Budget Exercise for FY 2006: Jim Taylor asked the bureau CFOs to decompose their FY 2005-FY 2008 budgets to justify expenses by 10 standard categories. Bill will be sending this information to the bureaus.

CAMS Manager Meeting Minutes

Financial Management Improvement Plans: We will be looking at the results of the JFMIP test and the Census-led reviews to identify CAMS deficiencies and needed improvements. There will be a financial management off-site in late August where we expect to present a straw strategic plan to project the useful life of CAMS.

CAMS Customer Surveys: OFM is updating the customer survey we sent out in 1999. Bob asked bureaus for a universe of users by a number of categories which the CSC will provide. From that universe, the CSC will sample users to select the target audience for the survey.

Recompete: The RFP is scheduled to go out this week. Bill Starr asked NOAA and Census for points of contact for when vendors visit the bureaus to learn about their business and requirements. NOAA identified Chris Suzich.

Action Items

1.   Bureaus will provide John Sansing with name(s) for JFMIP Test Integrity Review Board

2.   John Sansing will provide Teresa with 224 team member names.

3.   Bill Starr will send FY 1995-2008 bureau budget data by 10 standard categories.

4.   Bill Starr will send out customer survey categories. Bureaus will provide CAMS users by category.

5.   Census will provide point of contact for Vendor Due Diligence visits.

 Date of Next CAMS Manager Meetings will be:

April 8th – CSC
May 13th – NOAA
June 10th – Census